K312

user guide

User Guide for the Kyocera K312 Phone

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5,544,196 5,657,420 5,101,501 5,267,261 5,414,796
5,504,773 5,535,239 5,600,754 5,778,338 5,228,054
5,337,338 5,710,784 5,056,109 5,568,483 5,659,569
5,490,165 5,511,073

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FCC Notice

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. To maintain compliance with FCC RF exposure guidelines, if you wear a handset on your body, use the Kyocera Wireless Corp. (KWC) supplied and approved case CV90-M2339-03, CV90-M2340-03, and holster CV90-M2397-01.

Other accessories used with this device for body-worn operations must not contain any metallic components and must provide at least 15 mm separation distance including the antenna and the user's body.

THIS MODEL PHONE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

Your wireless phone is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies.

The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health.

The exposure standard for wireless mobile phones employs a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit set by the FCC is 1.6 W/kg.*

Tests for SAR are conducted using standard operating positions specified by the FCC with the phone transmitting at its highest certified power level in all tested frequency bands.

Although the SAR is determined at the highest certified power level, the actual SAR level of the phone while operating can be well below the maximum value.

This is because the phone is designed to operate at multiple power levels so as to use only the power required to reach the network. In general, the closer you are to a wireless base station antenna, the lower the power output.

Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (e.g., at the ear and worn on the body) as required by the FCC for each model.

Body-worn measurements differ among phone models, depending upon availability of accessories and FCC requirements. While there may be differences between the SAR levels of various phones and at various positions, they all meet the government requirement for safe exposure.

The FCC has granted an Equipment Authorization for this model phone with all reported SAR levels evaluated as in compliance with the FCC RF emission guidelines. SAR information on this model phone is on file with the FCC and can be found under the Display Grant section **http://www.fcc.gov/oet/fccid** after searching on the FCC ID: OVFKWC-K24.

Additional information on SAR can be found on the Cellular Telecommunications and Internet Association (CTIA) web-site at **http://www.wow-com.com**.

* In the United States and Canada, the SAR limit for mobile phones used by the public is 1.6 watts/kg (W/kg) averaged over one gram of tissue. The standard incorporates a substantial margin of safety to give additional protection for the public and to account for any variations in measurements.

Caution

The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the warranty and user's authority to operate the equipment.

Optimize your phone's performance

Use the guidelines on page 2 to learn how to optimize the performance and life of your phone and battery.

Air bags

If your vehicle has an air bag, DO NOT place installed or portable phone equipment or other objects over the air bag or in the air bag deployment area. If equipment is not properly installed, you and your passengers risk serious injury.

Medical devices

Pacemakers—Warning to pacemaker wearers: Wireless phones, when in the 'on' position, have been shown to interfere with pacemakers. The phone should be kept at least six (6) inches away from the pacemaker to reduce risk.

The Health Industry Manufacturers Association and the wireless technology research community recommend that you follow these guidelines to minimize the potential for interference.

- Always keep the phone at least six inches (15 centimeters) away from your pacemaker when the phone is turned on.

- Do not carry your phone near your heart.
- Use the ear opposite the pacemaker.
- If you have any reason to suspect that interference is taking place, turn off your phone immediately.

Hearing aids—Some digital wireless phones may interfere with hearing aids. In the event of such interference, you may want to consult your service provider or call the customer service line to discuss alternatives.

Other medical devices—If you use any other personal medical device, consult the manufacturer of the device to determine if it is adequately shielded from external RF energy. Your physician may be able to help you obtain this information.

In health care facilities—Turn your phone off in health care facilities when instructed. Hospitals and health care facilities may be using equipment that is sensitive to external RF energy.

Potentially unsafe areas

Posted facilities—Turn your phone off in any facility when posted notices require you to do so.

Aircraft—FCC regulations prohibit using your phone on a plane that is in the air. Turn your phone off or switch it to Airplane Mode before boarding aircraft.

Vehicles—RF signals may affect improperly installed or inadequately shielded electronic systems in motor vehicles. Check with the manufacturer of the device to determine if it is adequately shielded from external RF energy.

Blasting areas—Turn off your phone where blasting is in progress. Observe restrictions, and follow any regulations or rules.

Potentially explosive atmospheres—Turn off your phone when you are in any area with a potentially explosive atmosphere. Obey all signs and instructions. Sparks in such areas could cause an explosion or fire, resulting in bodily injury or death. Areas with a potentially explosive atmosphere are often, but not always, clearly marked. They include:

- fueling areas such as gas stations
- below deck on boats
- transfer or storage facilities for fuel or chemicals
- vehicles using liquefied petroleum gas, such as propane or butane
- areas where the air contains chemicals or particles such as grain, dust, or metal powders
- any other area where you would normally be advised to turn off your vehicle engine

Use with care

Use only in normal position (to ear). Avoid dropping, hitting, bending, or sitting on the phone.

Keep phone dry

If the phone gets wet, turn the power off immediately and contact your dealer. Water damage may not be covered under warranty.

Resetting the phone

If the screen seems frozen and the keypad does not respond to key presses, reset the phone by completing the following steps:

1. Remove the battery door.
2. Remove and replace the battery.

If the problem persists, return the phone to the dealer for service.

Accessories

Use only Kyocera-approved accessories with Kyocera phones. Use of any unauthorized accessories may be dangerous and will invalidate the phone warranty if said accessories cause damage or a defect to the phone.

Radio Frequency (RF) energy

Your telephone is a radio transmitter and receiver. When it is on, it receives and sends out RF energy. Your service provider's network controls the power of the RF signal. This power level can range from 0.006 to 0.6 watts.

In August 1996, the U.S. Federal Communications Commission (FCC) adopted RF exposure guidelines with safety levels for hand-held wireless phones. These guidelines are consistent with the safety standards previously set by both U.S. and international standards bodies in the following reports:

- ANSI C95.1 (American National Standards Institute, 1992)
- NCRP Report 86 (National Council on Radiation Protection and Measurements, 1986)
- ICNIRP (International Commission on Non-Ionizing Radiation Protection, 1996)

Your phone complies with the standards set by these reports and the FCC guidelines.

E911 mandates

Where service is available, this handset complies with the Phase I and Phase II E911 Mandates issued by the FCC.

Battery and charger specifications

Charger	Input	Output
CV90-G2588-01	100-240VAC 50/60Hz 0.2A	4.2VDC 0.6A
CV90-G2589-01	100-240VAC 50/60Hz 0.3A	4.5VDC 1.2A
Standard Battery:		
CV90-P3030-05 3.7V 1000mAh		

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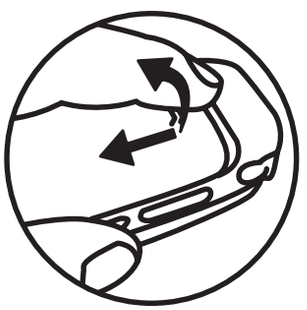
1 GETTING STARTED

Installing the battery

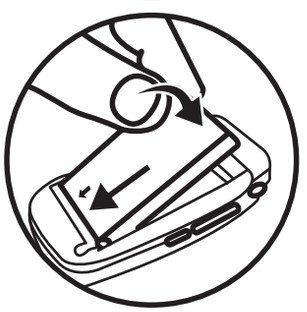
Your Kyocera K312 phone comes with a removable lithium ion (LiIon) battery. **Fully charge the battery before using the phone.**

You must use a Kyocera-authenticated battery in your phone. If you attempt to use a battery that has not been authenticated you will receive a security warning. Contact your service provider to obtain a Kyocera-authenticated battery.

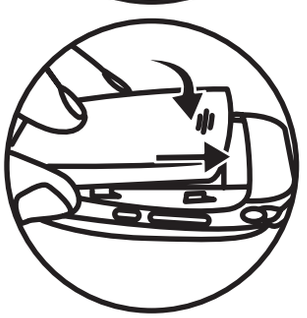
To install the battery:



1. Hold the phone face down.
2. Slide the battery door downward to remove it.

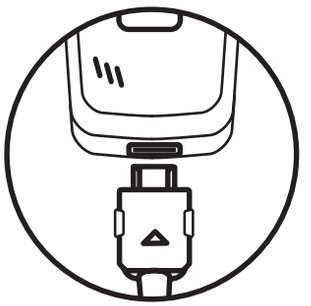


3. Place the battery in the phone casing with the metal contacts facing towards the bottom of the phone.



4. Replace the battery door by sliding the notches into the openings at the bottom and outside edges of the battery casing.
5. Slide the door up to secure the cover into place.

Charging the battery



You must have at least a partial charge in the battery to make or receive calls.

To charge the battery:

1. Connect the AC adapter to the jack on the bottom of the phone.
2. Plug the adapter into a wall outlet.

The battery icon in the upper-right corner of the screen tells you whether the phone is:

- Charging (the icon is animated)
- Partially charged
- Fully charged

Note: The battery will not charge if you use the phone while it is connected to an AC adapter.

Recharging the battery

You can safely recharge the battery at any time, even if it has a partial charge.

Note: To remove the battery, make sure the phone is powered off.

Caring for the battery

General safety guidelines

- Do not take apart, puncture, or short-circuit the battery.
- If you have not used the battery for more than a month, recharge it before using your phone.
- Avoid exposing the battery to extreme temperatures, direct sunlight, or high humidity.
- Never dispose of any battery in or near a fire. It could explode.

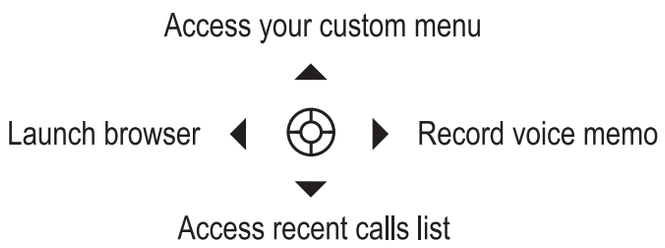
Common causes of battery drain

- Playing games or using the Web.
- Taking pictures with the flash on.
- Keeping backlighting on.
- Operating in analog (A) mode. Your phone switches between modes to find the best signal. To set your phone to operate in a single mode, select **Menu** → **Settings** → **Network** → **Digital/Analog**.
- Operating in digital mode when far away from a base station or cell site.
- Using data cables or accessories.
- Operating when no service is available, or service is available intermittently.
- High earpiece and ringer volume settings.
- Repeating sound, vibration, or lighted alerts.

Accessing keypad shortcuts

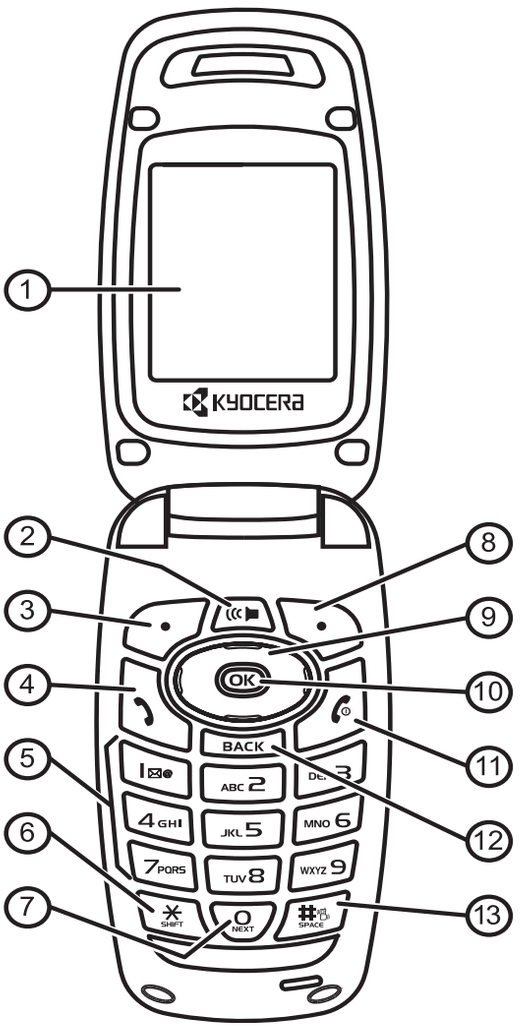
Navigation key shortcuts

From the home screen, press the navigation key in one of four directions to access three shortcuts and one custom menu (see page 36 for instructions on setting up your custom menu).



Getting to know your phone

The phone is shown here in open position. When the phone is closed, the keys are locked to prevent accidental key presses.



1. **Home screen.**
2. **Speakerphone key** activates the speakerphone and answers incoming calls.
3. **Left softkey** accesses menus and functions.
4. **Send/Talk key** starts or answers a call. Press once to activate voice dialing, twice to display the Recent Calls list, and three times to redial the last number dialed.
5. **Keypad** for entering numbers, letters, or symbols.
6. *** Shift key** changes the text mode in text entry.
7. **0 Next key** cycles through word choices during text entry.
8. **Right softkey** accesses the Contacts directory and other menu options.
9. **Navigation key** scrolls through lists and text entry fields and accesses shortcuts from the home screen.
10. **OK key** selects a menu item or option.
11. **End/Power key** turns the phone on and off, ends a call or browser session, and returns you to the home screen.
12. **Back** key erases characters in text entry and returns you to the previous screen.
13. **Space #** key enters a space during text entry. Press and hold to activate or deactivate Silent mode.

⑭ ⚠ **Jack** for **Hands-free Headset** only (sold separately).

⑮ **Volume key** to raise or lower orienting volume.

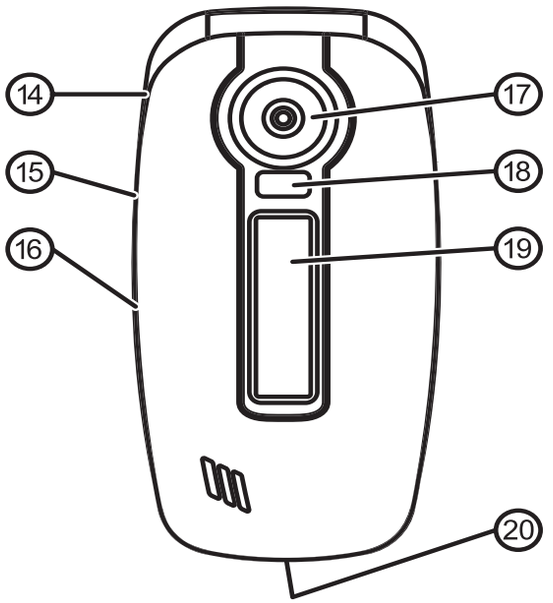
⑯ **Camera key** activates Camera mode. To activate Camera mode, press and hold until you hear two beeps.

⑰ **Camera lens**.

⑱ **Camera Flash/Message Indicator Light** light flashes when taking a picture or lights when you have a message or missed call.

⑲ **External screen** displays time, caller ID, signal and battery strength.

⑳ **Jack** for **AC adapter** (included) and data cable (sold separately).



⚠ Warning: Inserting an accessory into the incorrect jack will damage the phone.

Using menus

The contents of the main menu are as follows:

Recent Calls
All Calls
Incoming Calls
Outgoing Calls
Missed Calls
Erase Call Lists
Recent Calls Timer
All Calls Timer

Contacts
View All
Add New
View Groups
Speed Dial List
Voice Dial List
Information

Messages
New Text Msg
New Picture Msg*
Voicemail
InBox
Browser Alerts*
Sent
OutBox*
Saved
Drafts
Msg Settings
Group Lists*
Erase Messages

Camera
Launches the camera

Media Gallery
Camera Pictures
Images
Sounds

Settings
Silent Mode
Sounds
Display
Convenience
Voice Features
Messaging
Security
Network
Accessories

Tools & Games
Brick Attack
Race 21™
Doodler
Voice Memo
Scheduler
Alarm Clock
Tip Calculator
Calculator
Timer
Stopwatch

Web Browser*
Launches the browser

Phone Info
Build Info
Icon Keys

BREW Apps**

* Not available on all phones. Check with your service provider.

** Menu name varies by service provider.

Accessing menu items

- From the home screen, press to select **Menu**.
- Press to select **Contacts**.
- Press left, right, up, or down to see menus and options.
- Press to select a menu item.
- Press to back up a menu level.
- Press to return to the home screen.

In this guide, an arrow → tells you to select an option from a menu.

For example, **Menu** → **Settings** means select **Menu**, then select the **Settings** option.

Note: To change the way the menus appear, see "Choosing a menu view" on page 37 for details.

Performing basic functions

To...	From the home screen...
Turn the phone on	Press and wait until the phone beeps.
Turn the phone off	Press and hold until the phone beeps.
Make a call	Enter the number and press .
End a call	Press .
Answer a call	Press .
Access voicemail	Press and hold and follow the system prompts.
Verify your phone number	Select **Menu** → **Phone Info** → **Build Info**.
Silence the ringer on an incoming call	Press or then to answer.
Activate voice dialing	Press once and follow the prompts (see page 43).
Launch the browser	Press and hold left.
Record a voice memo	Press and hold right.
Access Recent Calls list	Press down.
Take a picture	Press and hold camera key . Focus on the image and press to select **Capture.**

Understanding screen icons

These icons may appear on your phone's screen.

The phone is operating in IS2000 (1X) digital mode.

The phone is operating in IS95 digital mode.

The phone is operating in Analog (FM) mode.

The phone is receiving a signal. You can make and receive calls. Fewer bars indicate a weaker signal.

A call is in progress.

The phone is not receiving a signal. You cannot make or receive calls.

The phone is roaming outside of its home service area.

You have a text message.

You have a voice message.

The phone is in camera mode.

Camera flash mode is ready.

Camera zoom mode is ready.

The battery is fully charged. The more black bars, the greater the charge.

The alarm clock is set.

The phone is in privacy mode or is accessing a secure Web site.

High-speed (3G) data service is available and active on your phone. Check with your service provider for availability.

(blinking) The phone is sending high-speed data.

(blinking) The phone is receiving high-speed data.

High-speed data service is available, but the phone is dormant.

The phone is at the home screen. To access **Menu**, press .

The phone is at the home screen. To access **Contacts**, press .

The phone is set to light up instead of ring.

The phone is set to vibrate or to vibrate and then ring.

Position location is set to your service provider and to emergency services.

Position location is set to emergency services only.

2 MAKING AND ANSWERING CALLS

Making a call

Make sure you are in an area where a signal can be received. Look for the symbol on the home screen. The more bars you see in this symbol, the stronger the signal. If there are no bars, move to where the signal strength is better.

When the phone has been idle for a time, it changes to power save mode. When you see "Power Save" on your phone's screen, press any key to return to normal operating mode.

1. Open the flip.
2. Enter the phone number and press .
3. Press or close the flip to end the call.

Voice number dialing

Voice dialing requires that a contact be saved with a voice tag. See page 43.

1. Press to initiate voice dialing.
2. Say the name of the contact when prompted "Say a name." The phone places the call.
3. Press once.

Digit dialing

1. Press to initiate voice dialing.
2. When prompted say "dial".
3. When prompted "Speak a digit", say a digit. After the voice recognizer repeats the digit say the next digit.
4. Follow the prompts.
5. Press to end the call.

Answering a call

When a call comes in, the phone rings, vibrates, or lights up. The phone number of the caller also appears if it is not restricted. If the number is stored in your Contacts directory, the contact name appears.

- Press to answer the incoming call.

  -or-

- Press to answer the incoming call and turn on the speakerphone.

Answering calls using the flip

You can set the phone to answer immediately when you open the flip. This feature does not apply to incoming data or fax calls.

- Select **Menu** → **Settings** → **Convenience** → **Open to Answer** → **Enabled**.
  - Select **Disabled** to have the phone continue ringing when you open the flip.

Adjusting the volume during a call

- To adjust the earpiece volume during a call, press up or down.

Silencing an incoming call

- Press or .

  Note: In the absence of voicemail, this feature drops the call.

  - or -

- Press then press to answer the call.

This action silences the current call only. The next call will ring as normal.

Redialing a number

- To redial a recent call, press twice to open your Recent Calls list. Highlight a phone number or name and press .

  Tip: To redial the last number called, received, or missed, press three times.

Calling a saved number

If you have already saved a phone number, you can use the Contacts list to find it quickly.

1. From the home screen, press to select **Contacts**.
2. Scroll down the list to find the contact you want to call.
3. Highlight the name and press to dial the number.

Using the speakerphone

Your Kyocera K312 phone has a built-in speakerphone.

- To turn on the speaker, press . If you press during an incoming call alert, you answer the call.

  The icon at the top of the phone screen indicates that the speakerphone is on.

- To turn off the speakerphone, press .

Setting the phone to hold calls

The Hold Call feature allows you to place incoming calls on hold until you are ready to answer them.

Note: This feature will not work if "Open to Answer" is enabled. See "Answering calls using the flip" on page 8.

1. Select **Menu** → **Settings** → **Convenience** → **Hold Call** → **Enabled.**
   - If you have not recorded a hold message, you will be prompted to record one, such as "Please hold. I'll answer in a minute."
2. Record the message twice, as prompted.
3. Select **Save** or **Options** (**Play**, **Re-Record**, or **Exit**).

The next time a call comes in, you will have the option of placing it on hold.

Placing a call on hold

You can place a call on hold once you have enabled this feature.

Note: If you are already on a call and you receive another call, you cannot place the incoming call on hold. It will go to voicemail.

1. When a call comes in, press to select **Hold Call**. The caller will be placed on hold and will hear your recorded hold message.
2. To speak to the caller, select **Answer**.

   - or -

   To hang up without speaking to the caller, select **End Call**.

Changing the hold message

1. Select **Menu** → **Settings** → **Convenience** → **Hold Call** → **Re-Record Msg** and follow the prompts.
2. Record the message twice.
3. Select **Save** or **Options** (**Play**, **Re-Record**, or **Exit**).

Dealing with missed calls

When you have missed a call, "Missed Call" appears on your screen unless the caller leaves a voicemail.

- To clear the screen, press to select **OK**.
- To view details of the call, press to select **Calls** then press .
- To return the call, press to select **Calls** then press .

Setting missed call alerts

You can set an alert to beep every five minutes after you have missed a call.

1. Select **Menu** → **Settings** → **Sounds** → **Alerts** → **Missed Call Alert**.
2. Select an option and press .

Viewing recent call details

Details on the last 60 calls you made, received, or missed are stored in the Recent Calls list and are identified by the following icons:

Outgoing call Incoming call

Missed call (flashing)

Viewing recent calls

1. Select **Menu** → **Recent Calls**.
2. Select a list: **All Calls**, **Incoming Calls**, **Outgoing Calls**, or **Missed Calls**.
3. Select a recent call item and press to select **Options,** options may vary:
   - **Save** adds the phone number to the Contacts list.
   - **Send Text Msg** sends a text message to the contact.
   - **Send Picture Msg** sends a picture message to the contact. *Check with your service provider for availability.

– **Erase Record** erases the selected call record.

Note: If the phone number has been classified as "secret," you must enter your four-digit lock code to view or edit it. For information on the lock code, see "Changing your lock code" on page 39. To classify a phone number as secret, see "Creating a new contact" on page 18.

Calling recent calls

1. Press and hold down.
2. Highlight the number you want to call and press .

   - or -

1. Select **Menu** → **Recent Calls** → **Outgoing Calls**.
2. Highlight the number you want to call and press .

Erasing recent calls

1. Select **Menu** → **Recent Calls** → **Erase Call Lists**.
2. Select an option: **All Calls, Incoming Calls**, **Outgoing Calls**, or **Missed Calls**.
3. Press to select **Yes**.

Speed dialing

Before you can use speed dialing, you must save a phone number as a contact and assign a speed dial location to it.

- To add a speed dial location to a saved or new contact, see "Customizing a phone number" on page 20.

Using speed dialing

To call a contact that has a speed dial location:

- From the home screen, enter the one- or two-digit speed dialing location and press .

1-Touch dialing

1-Touch dialing is the fastest way to speed dial a contact that has a speed dial location.

Note: You must (1) enable 1-Touch dialing on your phone and (2) have a speed dial location assigned to a contact.

Enabling 1-Touch dialing

- Select **Menu** → **Settings** → **Convenience** → **1-Touch Dialing** → **Enabled**.

Using 1-Touch dialing

To call a contact that has a speed dial location:

- From the home screen, press and hold the speed dialing number. If it is a two-digit number, press the first digit briefly, then press and hold the second digit. For example, if the speed dialing location is 15, press briefly, then press and hold .

Setting up voicemail

Before your phone can receive voicemail messages, you must set up a password and record a personal greeting with your service provider. When you have set up your voicemail, all unanswered calls to your phone are automatically transferred to voicemail, even if your phone is in use or turned off.

1. From the home screen, press and hold .
2. Follow the system prompts to create a password and record a greeting.

Note: If you are having trouble accessing your voicemail, contact your service provider.

Checking voicemail messages

When a voice message is received, your screen displays "New Messages" along with the symbol at the top of your screen. The symbol flashes if the message is urgent.

If you see "New Messages"

1. Press to select **Call**, which initiates a call to your voicemail number.
2. Follow the prompts to retrieve the message.

To clear the screen without checking messages:

- Press to select **Ignore**.

If you see only the symbol

1. Press and hold to initiate a call to your voicemail number.
2. Follow the prompts to retrieve the message.

- You can set the phone to beep or vibrate every five minutes to remind you that you have voicemail.
  See "Setting message alerts" on page 36.

Calling emergency services

Note: Regardless of your 3-digit emergency code (911, 111, 999, 000, etc.), your phone operates as described below.

- Dial your 3-digit emergency code and press .

You can call the code even if your phone is locked or your account is restricted. When you call, your phone enters **Emergency mode.** This enables the emergency service exclusive access to your phone to call you back, if necessary. To make or receive regular calls after dialing the code, you must exit this mode.

To exit Emergency mode

When you have completed the emergency call:

1. Press **Exit**.
2. Press **Exit** again to confirm your choice.

Note: To determine who has access to your location, see "Setting position location" on page 42.

Tracking calls

You can track the number and duration of calls made and received on your phone.

1. Select **Menu** → **Recent Calls**.

2. Select a timer:
   - **Recent Calls Timer** tracks all calls you have made and received since you last reset this timer. To reset this timer to zero, press to select **Reset**.
   - **All Calls Timer** tracks all calls you have made and received. This timer cannot be reset.

Timing your calls

You can set your phone to beep 10 seconds before each minute passes when you are on a call.

- Select **Menu** → **Settings** → **Sounds** → **Minute Alert** → **Enabled**.

Receiving data or faxes

Your phone may be able to receive certain data or faxes, depending on the system sending the information. For more information, see page 41.

Understanding roaming

Controlling network roaming

Depending on services available from your service provider, you may set the phone to either digital or analog mode. This is useful if you are in an area that borders on digital service and the automatic feature is causing the phone to keep switching between modes.

1. Select **Menu** → **Settings** → **Network** → **Digital/Analog**.
2. Select an option and press OK.
   - **Automatic** automatically switches the phone between digital and analog.
   - **Analog only** sets the phone to work in analog mode only.
   - **Analog call** forces a call into analog mode for the duration of the next call.
   - **Digital only** sets the phone to work in digital mode only.

Setting an alert for roaming

You may use this setting if you want the phone to alert you when you roam outside of your home service area.

1. Select **Menu** → **Settings** → **Network** → **Roam/Svc Alert**.
2. Select an option and press OK.
   - **When no svc** alerts you with three tones decreasing in pitch when service is lost and three tones increasing in pitch when service is acquired again.
   - **On roam change** alerts you with two decreasing tones when roaming service is acquired and three increasing tones when home area service is acquired again.
   - **On any change** alerts you with three increasing tones if there is a change in roaming service or three decreasing tones if the phone loses service.

Setting the roam ringer

You can set a ringer to indicate when an incoming call will be subject to roaming charges.

- Select **Menu** → **Settings** → **Sounds** → **Roam Ringer** → **Enabled.**

Setting Call Guard

You can set the phone to warn you before you answer or place a call while roaming.

- Select **Menu** → **Settings** → **Convenience** → **Call Guard** → **Call prompt**.
  - The phone now emits a distinctive roam ring to indicate when you are roaming during calls.
  - To accept or place a call while roaming, you must press .

Note: Call Prompt is disabled when the phone is in Emergency Mode.

Using your phone in an airplane

While in an airplane, it is normally required that you turn off your mobile phone because it emits RF signals that interfere with air traffic control.

In Airplane mode, however, your phone will not emit RF signals. You cannot make or receive calls, send text messages, or use the Web, but you can play games, use the Scheduler, set the clock, and make emergency calls to designated emergency numbers.

Please check with uniformed personnel before operating your phone in Airplane mode.

Setting Airplane mode

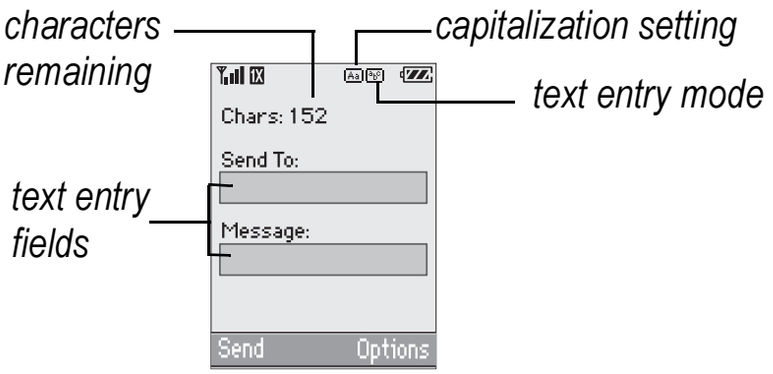
1. Select **Menu** → **Settings** → **Convenience** → **Airplane Mode**.
2. Select **OK** after reading the message.
3. Select **Disabled** or **Enabled**.

3 Entering Letters, Numbers, and Symbols

You can enter letters, numbers, and symbols in contacts, text messages, and your banner.

Understanding text entry screens

The current text entry mode (and capitalization setting, when applicable) are indicated by icons.



Text entry modes

There are six text entry modes:

A>a	Case change	eZi	Rapid Entry
123	Numbers only	&?!	Add Symbol
abc	Normal alpha		Add Smiley

Note: The mode you start in depends on the task you are doing. For example, when entering a phone number, you're in number mode. When entering a name for a contact, you're in normal text mode. See "Changing modes" on page 16.

123 Entering numbers

- To enter a number while in 123 mode, press a number key once.
- To enter a number while in abc or eZi mode, press and hold a number key until the number appears on the screen.

abc Entering words letter by letter

1. Press a key once for the first letter, twice for the second letter, and so on. If your phone is set to Spanish, French, or Portuguese, accented letters are available.
2. Wait for the cursor to move right and enter the next letter.

Note: To enter a space, press #.

eZi Entering words quickly

When you press a series of keys using eZi mode, eZi checks its dictionary of common words and guesses at the word you are trying to spell.

1. For each letter of the word you want, press the key once. For example, to enter the word "any" press ABC 2 → MNO 6 → WXYZ 9.
2. If the word doesn't match what you want, press 0 NEXT to look at other word matches.
3. When you see the word you want, press #.

&?! Entering symbols

While entering text in normal text mode, you can enter symbols by pressing 1 until you see the symbol you want. Using this method, you have access to the
following symbols:

. @ ? ! - , & : ‘ 1

To access the full set of symbols:

1. From the text entry screen, select **Options**.
2. Select &?! **Add Symbol**.
3. Press up or down to view the list of symbols.
4. Press the number key corresponding to the symbol you want.

Entering smileys

1. From the text entry screen, select **Options**.
2. Select **Add Smiley**.
3. Press up or down to view the list of smileys.
4. Press the number key corresponding to the smiley you want.

Switching default text entry modes

You can change the default text entry mode when creating a text message. This setting applies only to the message body screen, not the “To” screen.

1. Select **Menu** → **Messages** → **Msg Settings** → **Default Text**.
2. Select **Normal Alpha** or **Rapid Mode**.

Changing modes

Sometimes you need to change modes. For example, to enter numbers in an email address while in abc mode, you must change to 123 mode, enter the numbers, and then change back to abc mode to complete the address.

To change text entry modes:

- Press and hold * until the icon for the mode you want appears at the top of the screen.

  -or-

- Select **Options** then select a different mode.

Capitalization settings

You can change capitalization at any time while entering text. Simply press * to choose upper or lower case while in abc Normal Alpha mode.

Quick reference to text entry

This table gives general instructions for entering letters, numbers, and symbols.

To...	Do this...
Enter a letter	Use abc mode and press a key until you see the letter you want. For more information, see page 15.
Enter a number	Use 123 mode and press a key once to enter its number. For more options, see page 15.
Enter a symbol	In normal text mode, press until you find the symbol you want. See page 16.
Enter a smiley	Use mode and press a key once to enter its number. For more options, see page 16.
Enter a space	Press .
Erase a character	Press .
Erase all characters	Press and hold .
Move the cursor right or left	Press right or left.
Move the cursor up or down	Press up or down.
Change text entry modes	Press and hold .
Capitalize any letter	In abc mode, press . Choose A.
Lowercase any letter	In abc mode, press . Choose a.
Initial Caps	In abc mode, press . Choose Aa.
Select soft options on the screen	Press the appropriate key, or .

4 STORING CONTACTS

Use your phone's Contacts directory to store information about a person or company. Each contact entry can have up to six phone numbers, two email addresses, two Web addresses, two street addresses, and a space for notes.

Creating a new contact

1. From the home screen, enter the phone number you want to save, including the area code.
2. Press to select **Save**.
3. Press OK to select **Save New Contact**.
4. Enter a name for the contact.
   - If you need to learn how to enter letters, see "Understanding text entry screens" on page 15.
   - To add a symbol or smiley to the contact name, or to change the text entry mode, press to select **Options**.
5. Either save now or add more contact information.
   - To save now, press to select **Save**.
   - To enter additional phone numbers, email and Web addresses, or notes, press down repeatedly. For help switching between numbers and letters for email or Web addresses, see "Changing modes" on page 16.

Adding a code or extension

When you save the phone number of an automated service, you may include a pause to stop dialing, for example, where you would wait to dial an extension.

1. From the home screen, enter the phone number.
2. Press to select **Options**.
3. Select a type of pause:
   - **Time Pause** causes the phone to stop dialing for two seconds.
   - **Hard Pause** causes the phone to stop dialing until you select **Options** → **Release** while making the call.
4. Enter the remaining numbers.
5. Press to select **Save**.

Customizing your contacts

You can customize each contact in your Contacts directory by assigning ringers, pictures, and number types, or by classifying your contacts as Personal or Business.

Assigning ringers

1. Press to select **Contacts**.
2. Highlight a contact and press OK.
3. Highlight the contact name and press to select **Options**.

4. Select **Ringer** → **Assign Ringer**.
5. Scroll down the list to hear the different ringers and press OK to select one.

Assigning pictures

1. Press to select **Contacts**.
2. Highlight a contact and press OK.
3. Highlight the contact name and press to select **Options**.
4. Select **Picture** → **Assign Picture** → **Images**.
5. Select **Saved Images** or **Caller IDs**.

   Note: With mobile PhoneTools for Kyocera, you can transfer digital pictures to your phone. To purchase MPT or other accessories, visit **www.kyocera-wireless.com/store**.
6. Scroll through the list to view your options and press to assign it to your contact.

Classifying contacts as Personal or Business

1. Press to select **Contacts**.
2. Highlight a contact and press OK.
3. Highlight the contact's phone number and press to select **Options**.
4. Select **Add to Group**.
5. Select **Personal** or **Business** and press OK.

Note: To assign Personal or Business ringers, see "Assigning business and personal ringers" on page 34.

Assigning number types

When you assign a number type, an icon is placed in front of a contact number to specify the type of number, such as work, home, or mobile.

1. Press to select **Contacts**.
2. Highlight a contact and press OK. Highlight the contact number and press to select **Edit**.
3. Press down once and press OK.
4. Highlight an option to designate the number as **General**, **Work**, **Home**, **Mobile**, **Pager**, or **Fax** and press OK. You can also add email addresses, street addresses, Web page URLs, and a note. The associated icon will appear next to the entry in your Contacts directory and Recent Calls list.

	general		fax
	work		email address
	home		street address
	mobile		Web page URL
	pager		note

5. Press to select **Save**.

Editing a contact

1. Press to select **Contacts**.
2. Highlight a contact and press OK.
3. Highlight the contact name or number and press to select **Edit**.
4. Enter your changes and press to select **Save**.

Erasing a contact

1. Press to select **Contacts**.
2. Highlight the contact to erase and press OK.
3. Select **Options**.
4. Highlight **Erase Contact** and press OK.
5. Press to confirm.

Sending a vCard

You can send contact information as a text message.

1. Press to select **Contacts**.
2. Highlight the contact to send as a vCard and press OK.
3. Press to select **Options**.
4. Highlight **Send as vCard** and press OK. Select an option:
   - **via EMS**
5. Enter a recipient's phone number and press to select **Send**.

Customizing a phone number

1. Press to select **Contacts**.
2. Highlight the contact to edit and press OK.
3. Press down to highlight the contact number.
4. Press to select **Options**.
5. Highlight an option and press OK:

   *Check with your service provider for availability.

   - **Call** to call the contact.
   - ***Send Text Msg** brings you to the text messaging screen.
   - ***Send Picture Msg** brings you to the picture messaging screen.
   - **Add Speed Dial** assigns or removes the speed dial location.
   - **View Number** to see the selected phone number.
   - **Erase Number** erases the number from the contact.
   - **Secret** makes the number secret so that it will not appear on the screen until the lock code is entered. Secret numbers can be called without a lock code. (For more information, see "Limiting calls" on page 40.)
   - **Primary Number** makes this number the first one that shows up when you open the contact.

- **Send as Vcard** send contact information as a text message.
- **Add to Group** adds the number to a group.
- **Add Voice Dial** to record a voice tag so you can call a contact using voice recognition (VR). For more information, see page 43.
- **Erase Voice Dial** erases the voice tag associated with the number.
- **Edit Voice Dial** records a new voice tag.

6. Enter the new information and follow the prompts.
7. Select **Save**, if necessary.

Finding contact information

To find a phone number or contact, you can (1) check the Frequent list, (2) search the Contacts directory, or (3) use Fast Find.

Checking the Frequent List

From the home screen, select **Contacts**. The last 15 of your most frequently called contacts appear when the Frequent List is enabled. Scroll past the double line to view the All Contacts list.

To enable the Frequent List setting

- Select **Menu** → **Settings** → **Convenience** → **Frequent List** → **Enabled**.

Searching the Contacts directory

1. Select **Contacts** for a list of all contacts.
   To quickly get down the list, enter the first letter of the contact.
   The menu skips to that letter of the alphabet.
   - or -
   Select **Menu** → **Contacts.**
2. Select a search method:
   - **View All** lists all saved contacts.
   - **Speed Dial List**, **Voice Dial List**, **View Groups** selects a contact from the specified list.
3. Highlight a contact and press OK.
   - To call the contact, highlight the number and press Send.

Setting Fast Find

With Fast Find, you press one or two keys to view close matches of the number you are looking for.

- Select **Menu** → **Settings** → **Convenience** → **Fast Find** → **Enabled**.

Using Fast Find

1. From the home screen, press the keys corresponding to the letters of the name you want to find. A matching contact or speed dial entry appears.
2. Press down to scroll through matching entries.
3. Highlight the name you want and then press Send to call the number.

5 Sending and Receiving Text Messages

This chapter describes how to send, receive, and erase text messages from your phone. For information on voicemail messages, see "Setting up voicemail" on page 12.

Important: The features and menus described in this chapter may vary depending on services available in your area. Check with your service provider for details and possible usage charges.

Sending text messages

You can only send text messages to phones that are capable of receiving them or to email addresses.

Creating a text message

1. Select **Menu** → **Messages** → **New Text Msg**.
2. Enter a recipient's phone number or email address:
   - Select **Options** to access your **Recent List, Contacts**, or **Group Lists** and press OK. Select a contact and press OK. Highlight the number field and press OK. For more about group lists, see "Creating group lists" on page 27.
     - or -
   - Enter a **New Address** manually. (To learn how to enter text, see "Understanding text entry screens" on page 15.)
3. Add another recipient if desired:
   - Press to select **Options** then select **Recent List**, **Contacts**, or **Group Lists**.
     - or -
   - Enter a space or comma after the first number then enter another recipient manually.

   Note: You can send a message to up to 10 recipients at once. The messages will be sent one at a time, once to each addressee.
4. When you are done entering addresses, press OK twice.
5. Enter the message. To learn how to enter text, see "Understanding text entry screens" on page 15.

   - or -

   Add QuickText, symbols, or smileys to your message. See "Including prewritten text and symbols" on page 22 for information.
6. Press to select **Send**. See "Setting sending options" on page 23 for information about how and when you want the message to be received.

Including prewritten text and symbols

During text entry, you can insert QuickText, symbols, or smileys into your message.

1. From the text entry screen, select **Options**.

2. Select an option and press OK:
   - **Insert QuickText:** Scroll through the list of options and press OK to select one.
   - **Add Symbol:** Scroll through the list and press the corresponding number key to select it.
   - **Add Smiley:** Scroll through the list and press the corresponding number key to select it.
3. When you have finished your message, select **Send**. See "Setting sending options" for information about how and when you want the message to be received.

Setting sending options

When you are ready to send a message, you have several options for how and when you want the message to be received.

1. Once you have completed the message, select **Options**:
   - **Add Address** returns to the "Send To" screen to add another recipient without losing the message. Select **Options** to access your **Recent List, Contacts**, or **Group Lists** and press OK.

   Select a contact and press OK.
   Highlight the number field and press OK.
   - **Save Message** saves the message in your **Drafts** folder. This prevents the message from being deleted if you have activated AutoErase and enables you to send the message to others.
   - **Save QuickText** saves the message you have just entered as a prewritten message then returns to the message entry screen so you can send the message.
   - **Settings** allows you to choose from the following after pressing OK:
     - **Set Priority** labels the message as "Urgent."
     - **Callback Number** includes a callback number with the message to let recipients know at what number they can call you back. Select **OK** to include your own number or **Edit** to enter a different callback number.
     - **Send Later** schedules a time to send the message.
     - **Validity period** allows you to set a defined expiration time limit for a message.
2. When you have finished setting options, press BACK to return to the message window.
3. Press the left soft key to select **Send**.

Adding a signature

The signature you create is included at the end of all outgoing messages and is counted as characters in your messages; however, it does not appear in the message creation screen.

To create a signature:

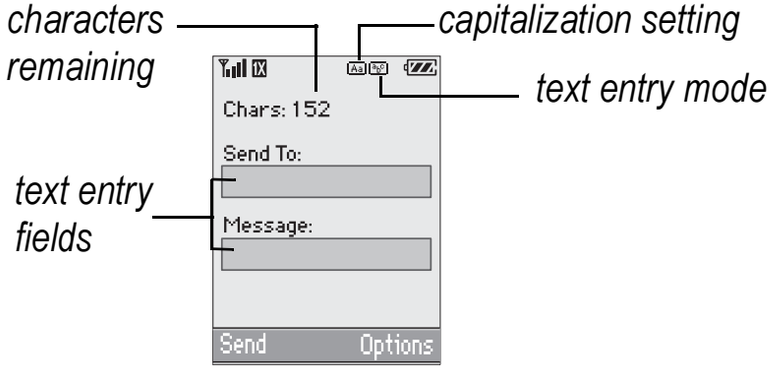
1. Select **Menu** → **Settings** → **Messaging** → **Signature**.
2. Enter your signature in the text field.
3. Select **OK** to save the setting.

Note: The characters in the signature are included in the total character count of the message. See the note under step 5 in "Creating a text message" on page 22.

If you cannot send messages

You may not be able to send or receive messages if your phone's memory is nearly full, or if digital service is not available at the time. To free up memory, erase old messages. See "Erasing messages" on page 27.

Understanding appended messages.



If you go over the character limit for a single message, the phone may automatically append an empty segment to your message to make space.

Note: Not available on all phones. Check with your service provider.

Important: Your service provider will charge you for each message segment.

When you start a message, the maximum character limit appears once you are in the message entry field. This number counts down as you enter characters, until it reaches 0.

If you continue to enter text after this counter reaches 0, a message segment may be appended. When you reach the message size limit, you are prompted to edit the message or alerted that the message is being appended.

Note: Does not apply to all phones. Check with your service provider for information.

Receiving incoming calls while creating messages

- If you don't wish to answer the call, press to select **Ignore**. The phone returns to the message screen.
- To answer the call, press . Your message is saved to the Drafts folder. To return to the message, select **Menu** → **Messages** → **Drafts** → **Resume**.

Viewing your sent messages

To save your outgoing messages, you must first enable **Save to Sent**.

1. Select **Menu** → **Messages** → **Msg Settings** → **Save to Sent**.
2. Select an option and press .
   - **Enabled** automatically saves all successfully sent messages in the **Sent** folder.
   - **Prompt** allows you to choose whether or not to save your message when you send it.

To view successfully sent messages:

1. Select **Menu** → **Messages** → **Sent**.
2. Press up or down to scroll through the list of messages. One of the following symbols appears next to each message:

	The scheduled message will be sent at the scheduled time. You cannot cancel delivery of the message.
	The scheduled message has been sent and will be delivered as scheduled. You cannot cancel delivery of the message.
	The message has been received.
	The message has been received and opened. (This symbol may not be available. Check with your service provider.)
	The message has been sent to more than one recipient.
	The message has never been sent or has not been sent since it was last modified. You can cancel delivery of the message.

Viewing failed or pending messages

Failed or pending messages are stored in your **OutBox**. To view your **OutBox**:

1. Select **Menu** → **Messages** → **OutBox.** A list of all failed or pending messages appears.

2. Scroll through the list of messages and press OK to read one. One of the following symbols appears next to each message:

	The message is pending and will be sent when possible. You can cancel delivery of the message.
	The message cannot be sent because service is not available. An alert appears on your phone if the message cannot be sent.

Retrieving text messages

When a text message is received, your screen displays "New Messages" with the symbol at the top of your screen. The symbol flashes if the message is urgent.

If you see the "New Messages" note

- To view the message, press to select **InBox**, highlight the message, and press to select **View**.
- To **Ignore** the message, press .

Note: If you receive a new message while you are reading a message, the one you are reading will be replaced by the new one. You can find the older message in the **InBox**:

- Select **Menu** → **Messages** → **InBox**.

If you see the symbol

1. Select **Menu** → **Messages** → **InBox**. A list of all your received messages appears.
   – indicates an "Urgent" message.
2. Scroll through the list of messages and press OK to read one.

Reading the message

The options available to you may vary. Check with your service provider.

1. If the text message is long, press down to view the entire message.
2. When you are finished, you can **Reply** to the sender, **Erase** the message, **Save** the message to your **Saved** folder, or set additional **Options** for the message:
   – **Erase** the message.
   – **Lock Msg** to protect the message from being accidentally deleted.
   – **Forward** the message.
   – **Reply with Copy** to reply to the message with a copy of the original attached.
   – **Save Message** to save the message.
   – **Save as QuickText** to save the text from the message as QuickText, which you can insert into other messages. Graphics are not saved as part of QuickText. (For more about QuickText, see page 28.)
   – View **Sender** information.
3. Select **Done**.

Note: The ☒ symbol indicates that a graphic did not come through. It may be too large or incorrectly formatted.

Setting message alerts

You can set your phone to alert you of incoming text messages. For more information, see "Setting message alerts" on page 36.

Erasing messages

It is a good idea to erase old messages to free up memory in your phone.

You have the option of erasing text messages and pages as you send or read them, erasing them one at a time from the list in the OutBox or InBox, or erasing them all at once.

Erasing single messages

1. Select **Menu** → **Messages**.
2. Select the type of text message you want to erase and press OK: **InBox**, **OutBox**, **Sent**, or **Saved**.
3. Highlight the message to erase and press OK.
4. Select **Options**.
5. Select **Erase** to erase the message. A message appears: "Erase this message?"
6. Select **Yes** to erase the message.

Note: You can erase a scheduled message from the **OutBox**, but you cannot cancel delivery of the message.

Erasing all messages

1. Select **Menu** → **Messages** → **Erase Messages**.
2. Select a folder from which to erase all messages: **InBox**, **OutBox**, **Sent**, **Saved Folder**, **Drafts Folder**, or **All Messages**. To erase messages from all folders, select **All Messages**.
3. A message appears: "Erase all messages?" Select **Yes** to erase messages or **No** to cancel.

Erasing messages automatically

Use this setting to have old messages automatically erased when memory is low.

- Select **Menu** → **Messages** → **Msg Settings** → **Auto-Erase** → **InBox Msgs**.

  Older messages will be erased as new messages are received.

Customizing message settings

To make messaging easier, you can customize settings for sending and receiving messages.

Creating group lists

You can create and save a list of multiple recipients. Your Kyocera **K312** phone stores five group lists with up to 10 recipients per list.

1. Select **Menu** → **Messages** → **Group Lists** → **Create New**.

2. Enter a name for the list. For help entering text, see "Understanding text entry screens" on page 15.
3. Select **Next**.
4. To enter the first phone number or email address, select an option:
   - **Recent List** to select numbers from your Recent List.
   - **Enter from scratch** to enter the phone number or email address manually.
   - **Contacts List** to select numbers from your phone book.
5. Locate the contact number and press OK.
6. Select **Options** → **Recent List** or **Contacts**.
7. Locate the contact number and press OK.
8. When finished, select **Done**.
9. To send a message to your new group, see "Sending text messages" on page 22.

Creating and editing prewritten messages (QuickText)

Your phone comes with prewritten (QuickText) messages, such as "Please call me," which you can insert into the body of a text message. You can edit these messages and create new ones. Your phone will store up to 40 QuickText messages, with up to 100 characters per message.

1. Select **Menu** → **Messages** → **Msg Settings** → **Edit QuickText**.
2. To create a new pre-written message, select **New Msg**.
   -or-
   To edit an existing pre-written message, highlight the message and select **Edit**.
3. Enter or edit the text and press OK to select **Save**. For help entering text, see "Understanding text entry screens" on page 15.

Note: You can also save a message you have written or received as QuickText. See "Setting sending options" on page 23 or "Reading the message" on page 26.

6 Sending and Receiving Multimedia Messages

Sending multimedia messages

You can only send multimedia messages to phones that are capable of receiving them or to email addresses.

Note: Multimedia messaging is not available on all phones. Check with your service provider.

Multimedia messages have a predetermined character and file size limit. When you reach the character and file size limit for a single multimedia message, you must edit the message to meet the size limitation. For details, check with your service provider.

Creating a multimedia message

1. Select **Menu** → **Messages** → **New Picture Msg**.
2. Enter the recipient's phone number or email address in the **To** field.
3. To add additional recipients:
   - Enter a space or comma after the first phone number or email address, then enter another recipient manually, or
   - Press to select **Options**. Then select **Contacts** or **Group Lists**. Press to select a recipient.

   Note: You can send one multimedia message to a maximum of 10 recipients.

   You can choose to send a copy or blind copy. To show or hide these fields see "Hide or Show CC/BCC fields" on page 30.
4. Press down to enter a recipient in the **CC** or **BCC** fields.
5. Press down to enter a message in the **Subject** field. Choose a method:
   - Enter the subject text manually, or
   - Press to select **Options.**
6. Press down once or select **Next** to enter a brief text message in the **Text** field.
7. Press down to enter the **Image** field.

   Note: You may add only one picture or one sound per multimedia message.
8. Press to select **Options.** Select an option:

- **Take Picture** to instantly take a new photo and attach it to your message.
- **Media Gallery** to access all picture and sound files in the phone:
  - **Camera Pictures** displays your photos taken in a table/thumbnail view.
    - Highlight a photo to add to the multimedia message. Press to choose **Select.**
  - **Images** displays stored images on the phone.

9. Press down to enter the **Sound** field and press to select **Options.** Choose:

- **Record Sound** to instantly record a new sound and attach it to your message.
- **Media Gallery** to display a list of categories that contain saved or downloaded sounds and voice memos.
  - Highlight **Saved Sounds**. Press to select **Open.**
  - Highlight a sound to add to the multimedia message. Press to **Select**.

Note: You may add only one new or stored sound per multimedia message sent.

10. Before sending your message, press to select additional **Options.** Choose:
    - **Preview Message** plays your multimedia message prior to sending.
    - **Save Message** allows you to save your multimedia message to the Drafts Folder and send it later.
    - **Add Address** allows you to add additional addresses to your multimedia message prior to sending it.
    - **Message Priority** allows you to send your multimedia message with Normal or Urgent priority.
11. Press to select **Send**. This will send your multimedia message.

Hide or Show CC/BCC fields

You can choose to hide the copy and blind copy fields.

To hide CC/BCC: Select **Menu** → **Messages** → **Msg Settings** → **Hide CC/BCC**.

To show CC/BCC: Select **Menu** → **Messages** → **Msg Settings** → **Show CC/BCC**.

Receiving multimedia messages

There are two settings for receiving a multimedia message on your K312 phone: **Auto receive** (default) and **Prompt**.

Auto receive mode

When a multimedia message is received, it is automatically downloaded onto your phone.

The alert "New Message(s)" appears along with the text "Message Received. View now?"

- **To View** the multimedia message, press .
- To view **Later,** press .

Note: If a multimedia message is received during a call, then the phone downloads the message approximately one minute after the last key is pressed.

Prompt mode

When a multimedia message is received, your screen displays the alert "New Message(s)" along with the question "Retrieve Now?"

- To **View** the multimedia message, press .
- Select **Erase** to never download the multimedia message.
- To view **Later,** press .

Note: If a multimedia message is received during a call, then the phone screen displays the alert "New Message(s)" after the call ends.

To activate Prompt mode:

1. Select **Menu** → **Messages** → **Msg Settings**.
2. Highlight **Auto Retrieve** and press .
3. Press up or down to select **Disabled** and press .

   Note: Selecting Disabled will prompt you for download when a PIX alert is received.

Viewing multimedia messages

When you receive a multimedia message, a appears on your phone's screen and remains until all messages are viewed. The message is stored in the InBox until the full message has been received, regardless of the auto receive or prompt setting.

1. Press to **View** the multimedia message. If the message is long, press down to view the entire multimedia message.
2. Press to select **Options.** Press down to highlight additional options for the multimedia message (options vary according to selection):

   Note: The options available to you may vary. Check with your service provider.

   - **Mute** to silence the message.
   - **Erase Msg** allows you to delete the currently displayed multimedia message.
   - **Forward** launches the message creation screen, allowing you to forward the multimedia message. The original address will not be shown, nor will the graphic, sound, and text fields.
   - **Lock Msg** to avoid accidentally erasing it.
   - **Message Info** displays multimedia message information (priority, sender, subject, time sent and received, and message size).
   - **Play Video** plays the video in the multimedia message.
   - **Replay** plays the multimedia message again from the beginning.
   - **Done** exits the multimedia message.
   - **Call** initiates call to sender of multimedia message.
   - **Save Picture** saves the currently viewed picture embedded in the multimedia message.
   - **Save Video** saves the video embedded in the multimedia message.
   - **Save Sound** saves the current sound embedded in the multimedia message.

- **Save Address** extracts email addresses, phone numbers, and/or URLs from the sender information and multimedia message body.
- **Save as QuickText** saves the text in the multimedia message to the QuickText list.
- **Save Message** saves the multimedia message to the Saved Folder on the phone.

3. When you are finished viewing the multimedia message, select **Reply** or press .

7 CUSTOMIZING YOUR PHONE

The contents of the **Settings** menu are as follows.

Silent Mode
Vibrate Only
Vibe then Ring
Lights Only
Normal Sounds

Sounds
Ringer Volume
Ringer Type
Business Ringer
Personal Ringer
Roam Ringer
Flip Open
Flip Closed
Pwr On/Off Sound
Key Volume
Key Length
Key Sound
Alerts
Smart Sound
Minute Alert
Earpiece Volume
Spkrphone Volume

Display
My Banner
Main Menu View
Color Themes
Wallpaper
Screensaver
Backlighting
Auto-Hyphen
Language
Time/Date Format
Contrast
Brightness

Convenience
Airplane Mode
Open to Answer
Fast Find
Frequent List
Block Msgs
Hold Call
1-Touch Dialing
Web Prompt
Call Guard

Voice Features
Add Voice Dial
Erase Voice Dial
Voice Training
Voice Wake-Up
Voice Answer
Expert Mode

Messaging
Alerts
Signature
Edit QuickText
Auto Retrieve
Hide CC/BCC*
Callback Number
Text Msg Receipt
Pict Msg Receipt*
Block Msgs*
Save to Sent
Auto-Erase
Default Text
Voicemail Num.

Security
Lock Phone
Limit Calls
New Lock Code
Erase Contacts
Emergency Numbers

Network
Data/Fax Calls
Privacy Alert*
Set Phone Line*
Roam/Svc Alert
Roam Option
Digital/Analog
Location

Accessories
Pwr Backlighting
Headset Ringing
Auto Answer
Com Port Speed
TTY Device

*Not available on all phones. Check with your service provider.

Silencing all sounds

Your phone is set to make sounds when you receive calls, press keys, navigate through menus, receive alerts (such as new messages), open or close the flip, and when turning the phone on or off.

You can silence all sounds and set the phone to vibrate or light up when you receive calls and alerts.

Setting the phone to vibrate or light up

1. Select **Menu** → **Settings** → **Silent Mode**.
2. Choose an option and press OK:
   - **Vibrate Only**: The phone vibrates for the duration of the incoming call or other alerts. appears.
   - **Vibe then Ring**: The phone vibrates for the first 10 seconds and then rings for the remainder of the incoming call alert. appears.
   - **Lights Only**: The phone lights up for the duration of the incoming call or other alerts. appears.
   - **Normal Sounds**: The phone rings for the incoming call or alert (in effect, returns phone to a non-silent mode).

Note: The phone will ring when it is attached to an external power source (such as a charger), even if all sounds have been silenced.

Shortcut to Vibrate Only mode

- Press and hold #.

Turning sounds back on

- Press and hold #.

Choosing ringers

Your Kyocera K312 phone has multiple ringers you can choose to use for incoming calls.

1. Select **Menu** → **Settings** → **Sounds** → **Ringer Type**.
2. Scroll down the list to hear the different rings. You can also press to select **Options** to access ringers in your **Saved Sounds** folder.
3. Press OK to select one.

Note: Downloaded ringers are added to the end of the standard list of ringers.

Assigning business and personal ringers

You can assign ringers to contacts classified as Business or Personal in your Contacts directory.

Note: To classify a contact as Business or Personal, see page 18.

1. Select **Menu** → **Settings** → **Sounds**.
2. Highlight **Business Ringer** or **Personal Ringer** and press OK.
3. Select a ringer and press OK. You can also press to select **Options** to access ringers in your **Saved Sounds** folder.

Setting sounds for your phone

You can set your phone to sound tones when you open and close the flip and when you turn the phone on and off. Sounds will not occur during an incoming call, if you are in a call, or if a headset or hands-free car kit is attached to your phone.

Set sound when flip opens

1. Select **Menu** → **Settings** → **Sounds** → **Flip Open.**
2. Scroll through the list to hear the sounds and press OK to select one.

Set sound when flip closes

1. Select **Menu** → **Settings** → **Sounds** → **Flip Closed.**
2. Scroll through the list to hear the sounds and press OK to select one.

Set sound when phone powers on or off

- Select **Menu** → **Settings** → **Sounds** → **Pwr On/Off Sound** → **Enabled**.
  - To deselect this sound, select **Disabled**.

Adjusting volume

You can adjust the earpiece, speakerphone, and ringer volume as well as key tones.

Adjusting the earpiece volume

To adjust the earpiece volume manually during a call, press or up or down.

To set the earpiece volume:

1. Select **Menu** → **Settings** → **Sounds** → **Earpiece Volume**.
2. Press right to increase the volume, or left to decrease the volume.
3. Press to select **Save**.

Using smart sound

You can set a baseline volume that the phone uses to automatically adjust the earpiece volume when there is a change in the amount of noise around you or the caller's voice.

- Select **Menu** → **Settings** → **Sounds** → **Smart Sound**→ **Enabled**.

Adjusting the ringer volume

1. Select **Menu** → **Settings** → **Sounds** → **Ringer Volume**.
2. Press right to increase the volume, or left to decrease the volume.
3. Press to select **Save**.

Adjusting speakerphone volume

1. Select **Menu** → **Settings** → **Sounds** → **Spkrphone Volume**.
2. Press right to increase the volume, or left to decrease the volume.

3. Press to select **Save**.

Adjusting key tone volume

You can change the volume of the tones the phone makes when you press the keys.

1. Select **Menu** → **Settings** → **Sounds** → **Key Volume**.
2. Press right to increase the volume, or left to decrease the volume.
3. Press to select **Save**.

Setting key length

You can change the duration of the tones the phone makes when you press the keys.

1. Select **Menu** → **Settings** → **Sounds** → **Key Length**.
2. Choose **Normal** or **Long** and press OK.

Setting message alerts

You can choose how you want be alerted of incoming voicemail, pages, or text messages.

1. Select **Menu** → **Settings** → **Messaging** → **Alerts**.
2. Select the type of alert: **Message Alert**, **Page Alert**, or **Voicemail Alert**.
3. Press OK to select an option:
   - **Vibrate, Beep, Freeway, Game, Bloop, Winner, Zilofon** sets the phone to alert you once when a new message is received.
   - **Vibrate & Remind**, **Beep & Remind, Fwy & Remind, Game & Remind, Bloop & Remind, Winner & Remind, Zilofon & Remind** sets the phone to notify you once when a new message is received and then notify you again every five minutes. To stop a reminder alert, press OK to select **Ignore**.
   - **Disabled** turns off message alerts.

Using shortcuts

From the home screen, press in one of four directions to access three shortcuts and one custom menu.

Up: Access your Custom Menu
Down: Access Recent Calls
Left: Launch Web Browser
Right: Record Voice Memo

Creating and updating your custom menu

You can create a custom menu that contains your favorite features. After you set up your menu, simply press and hold up to access it.

1. Press and hold up to launch **Custom Menu**.
2. Select **Edit**.
3. Scroll through the available options and press OK to select or deselect options.

– You may select more than one feature. Items appear in alphabetical order in the menu.

4. Press to select **Save**.

Choosing a different language

Your phone may display alternative languages.

1. Select **Menu** → **Settings** → **Display** → **Language**.
2. Select a language and press OK.

Personalizing the screen

Changing your banner

The banner is the personal label for your phone. It appears on the home screen above the time and date. The banner can be up to 14 characters long.

1. Select **Menu** → **Settings** → **Display** → **My Banner**.
2. Press to select **Edit**.
3. Press BACK to clear the screen.
4. Enter your new text.
5. Press to select **Save**.

Choosing a menu view

Three menu views are available: Wheel, Graphic, and List.

1. Select **Menu** → **Settings** → **Display** → **Main Menu View**.
2. Select an option and press OK.
   – **Graphic** displays icons of each menu item, with its name at the bottom of the screen.
   – **List** displays a list of each menu item.
   – **Wheel** displays a rotating graphic image of the menu items.
3. Press to return to the home screen. The next time you select **Menu**, you will see the menu view you selected.

Adjusting the backlighting

Your screen lights up while you are in a call or when you press a key on the keypad. However, you can set the length of time that bright backlighting remains on.

1. Select **Menu** → **Settings** → **Display** → **Backlighting** → **Duration**.
2. Select an option and press OK:
   – **7 seconds**, **15 seconds**, or **30 seconds**—(Default) Turn backlighting on for 7, 15, or 30 seconds after your last keypress.
   – **7 sec. & in call**, **15 sec. & in call**, or **30 sec. & in call**—Turn backlighting on for the duration of a call, and for 7, 15, or 30 seconds after your last keypress.

Note: The "in call" settings drain the battery more quickly.

Using Power Save Mode

You can conserve battery life by activating Power Save mode to dim the backlight set in the procedure above. The backlighting appears for the selected duration but is less bright than with Power Save off.

- Select **Menu** → **Settings** → **Display** → **Backlighting** → **Pwr Save Mode** → **On**.

Setting power backlighting

You can set backlighting to remain on when an external power source, such as the AC adapter, is used with the phone.

Note: Power backlighting may not be available with the optional desktop charger or other accessories.

Tip: Use the power backlighting as a night light when traveling.

1. Select **Menu** → **Settings** → **Accessories** → **Pwr Backlighting**.
2. Select **Always On** to keep backlighting on.

   Note: The battery charges more slowly when power backlighting is on.

Changing the display contrast

1. Select **Menu** → **Settings** → **Display** → **Contrast**.
2. Press left or right to adjust the contrast and select **Save**.

Setting numbers to auto-hyphenate

Auto-hyphenation, when enabled, automatically inserts hyphens into your phone numbers to be consistent with the U.S. dialing plan.
For example, 1-222-333-4444.

- Select **Menu** → **Settings** → **Display** → **Auto-Hyphen** → **Enabled**.

Selecting a screen saver

Screen savers appear on the home screen when the flip is open or closed and are activated 10 seconds after the last keypress. Incoming calls and alerts override screen savers.

1. Select **Menu** → **Settings** → **Display** → **Screen Saver**.
2. Highlight a screen saver and press . The image displays.
3. Press to assign the screen saver.
4. Press to return to the home screen and wait 10 seconds to view the screen saver you chose.

   Note: Downloaded screen savers are added to the end of the list.

Selecting wallpaper

Wallpaper appears on the home screen.

1. Select **Menu** → **Settings** → **Display** → **Wallpaper**.

2. Highlight a wallpaper design from the standard list or press to select additional **Options**.
   - **Take Picture** allows you to take a picture.
   - **Camera Pictures** allows you to select a picture from your folder.
   - **Images** allows you to select an image from your Image folders.
3. Follow the prompts to save your selection.
4. Press to return to the home screen.

Selecting a color theme

You can select a color theme for the display background of your phone.

1. Select **Menu** → **Settings** → **Display** → **Color Themes**.
2. Scroll through the options to view the color themes and press to select one.

Choosing a different time/date format

1. Select **Menu** → **Settings** → **Display** → **Time/Date Format**.
2. Highlight an option and press .

Creating a secure environment

This section describes all the features involved in securing your phone and preventing access to personal information. All security features are shielded by a four-digit lock code.

Changing your lock code

The lock code is typically 0000 or the last 4 digits of your phone number.

1. Select **Menu** → **Settings** → **Security**.
2. Enter your four-digit lock code.
3. Select **New Lock Code**. A message appears: "Change Code?"
4. Press to select **Yes** and enter a new four-digit code.
5. Enter your new lock code again.

Locking your phone

When your phone is locked, you can call only emergency numbers or your service provider's number. You can still receive incoming calls.

1. Select **Menu** → **Settings** → **Security**.
2. Enter your four-digit lock code.
3. Select **Lock Phone**.
4. Highlight an option:
   - **Never** does not lock the phone.
   - **On power up** locks the phone every time you turn it on.
   - **Now** locks the phone immediately.
5. Press .

Unlocking the phone

1. From the home screen, press to select **Unlock**.
2. Enter your four-digit lock code.

Designating emergency numbers

The emergency numbers feature allows you to specify three personal phone numbers that can be called when the phone is locked.

1. Select **Menu** → **Settings** → **Security**.
2. Enter your four-digit lock code.
3. Select **Emergency Numbers**.
4. Select an **Unassigned** slot.
5. Enter the phone number, including the area code. Do not enter 1 before the area code.
6. Press to select **Done**.

Notes:

- To make a call to an emergency number from a locked phone, you must dial the number (including area code) exactly as it was stored in Emergency Numbers.

Limiting calls

You can limit the calls that can be made from your phone to emergency numbers, your contacts, and your service provider's numbers.

1. Select **Menu** → **Settings** → **Security**.
2. Enter your four-digit lock code.
3. Select **Limit Calls**.
4. Choose an option and press OK:
   - **No Limit** limits no calls.
   - **Limit Outgoing** calls only. Incoming calls can still be received and answered.
   - **Limit All** calls, both incoming and outgoing.

Erasing all contacts

You can erase all entries from your Contacts directory.

1. Select **Menu** → **Settings** → **Security**.
2. Enter your four-digit lock code.
3. Select **Erase Contacts**.
4. Select **Yes** to erase all contacts. A message appears: "Erase ALL Contacts?"
5. Press to select **Yes** to erase all contacts.

Network settings

Switching between phone lines

Your phone can have two service accounts, or phone lines, associated with it. Each phone line has its own phone number. When you are using one line, you cannot receive calls from the other. It would be as if the phone were "off" for that number. Your voicemail, however, will still take messages. All contacts and settings are shared for both lines.

Note: You must first establish a second phone line with your service provider. Once established, a second phone number becomes available in the menu for selection:

1. Select **Menu** → **Settings** → **Network** → **Set Phone Line**.
2. Select one of the two lines and press OK.

Data Settings

Setting Com port speed

The Com Speed sets the data rate at which your phone connects to a laptop or PC, or at which it sends and receives over-the-air text messages.

1. Select **Menu** → **Settings** → **Accessories** → **Com Port Speed**.
2. Select the speed. The options are: **19.2 kbps**, **115.2 kbps** (default), **230.4 kbps**, and **Other**.

Note: There may be a higher charge for making calls using high-speed data in areas where 1X service is available. Check with your service provider for details.

Setting the phone to receive data or faxes

Your phone may be able to receive certain data or faxes, depending on the system sending the information. You cannot receive voice calls while the phone is in data/fax mode.

To receive data or faxes, you must connect the phone to a laptop or PC and switch the phone from voice mode to data/fax mode.

Note: To purchase a cable, call 800-349-4188 (U.S.A. only), 858-882-1410, or visit **www.kyocera-wireless.com/store**.

1. Connect the phone to the laptop or PC.
2. Set the Com speed.
3. Select **Menu** → **Settings** → **Network** → **Data/Fax Calls**.
4. Press OK to select an option:
   - **Voice only** allows only voice calls.
   - **Fax**, **next call** or **Data**, **next call** sets the phone to fax mode or data mode for the next incoming call or the next 10 minutes.
   - **Fax**, **until off** or **Data**, **until off** forces the phone into fax mode or data mode until the phone is turned off.

Note: You cannot receive voice calls while the phone is in data/fax mode.

Connecting to a TTY/TDD device

You can connect the phone to a TTY device for the hearing impaired. **Note:** Enable TTY only when using the phone with a TTY device.

1. Connect the TTY device to the phone.
2. Enter # # TUV 8 TUV 8 WXYZ 9 from your keypad.
3. Press the left soft key to select the **TTY** option.
4. Close the **Information** window by pressing the left soft key to select **OK**.
5. Highlight **TTY On** and press OK.

Setting position location

This setting allows you to share your location information with network services other than emergency services (For example: 911, 111, 999, and 000) in markets where service has been implemented.

Note: This feature works only when your phone is in digital mode. You do not have the option of turning off the locator to emergency services.

1. Select **Menu** → **Settings** → **Network** → **Location**.
2. Select **911 Only** or **Location On**.
   - **911 Only** (default) shares your position information only with emergency services when you call your 3-digit emergency code (911, 000, 111, etc.).
   - **Location On** shares your position information with your service provider's network, in addition to emergency services.

8 Using Voice Recognition

Voice recognition allows you to make and answer calls by speaking commands into the phone's microphone.

Note: You cannot use voice recognition to end a call; you must press when the flip is open.

Setting up voice dialing

To make or receive calls using voice dialing, contacts must be saved with associated voice tags.

Creating a voice tag for a contact

1. Press to select **Contacts**.
2. Highlight the contact and press .
3. Press down to highlight the number.
4. Press to select **Options**.
5. Highlight **Add Voice Dial** and press .
6. Follow the voice prompts. You will need to say the name twice.

Viewing entries with voice tags

- Select **Menu** → **Contacts** → **Voice Dial List**.

  A list of all contacts with assigned voice tags appears.

Editing a voice tag

1. Select **Menu** → **Contacts** → **Voice Dial List**.
2. Highlight the contact to edit, and press .
3. Highlight the phone number and select **Options**.
4. Select **Add Voice Dial**, **Edit Voice Dial**, or **Erase Voice Dial**.
5. Follow the prompts.

Making a call using voice tags

1. If you haven't already done so, record a voice tag for the person you wish to call.
2. With the flip open, from the home screen, press . The phone responds: "Say a name."
3. Say the name of the person you want to call.
4. If the name you said matches a contact in the Voice Dial List, the phone responds: "Calling (Name)." Remain silent to make the call, or say **No** to cancel.

   Note: If the phone finds multiple voice tags that sound like the name you said, you will be asked to verify which name you want to call. Say **Yes** when you hear the correct name. Say **No** when you hear an incorrect name.
5. When you are finished with the call, open the flip and press to end the call.

Erasing voice tags

To erase all voice name dial recordings in your phone:

1. **Menu** → **Settings** → **Voice Features** → **Erase Voice Dial**.
2. Select **Yes**.

Making a call using digit dialing

When using digit dialing, you speak digits to dial a phone number.

Note: You cannot speak a string of digits. You must speak one digit at a time and wait for the prompt.

1. From the home screen, press . The phone responds: "Say a name or say Dial."
2. Say "**Dial**". The phone responds: "Speak a digit."
3. Speak the first digit of the phone number you want to call. Once the phone repeats the digit, you can speak the next digit.

   If you pause, the phone will prompt you with the following five options. After the prompt, speak an option.

   – Say "**Clear**" to erase the last digit entered. The phone responds: "Digit cleared." To clear the entire phone number, say "**Clear**" again. When the phone prompts you with "Clear entire phone number?", say "**Yes**" to clear or "**No**" to cancel.

   – Say "**Call**" to dial the number.

   – Say "**Verify**" to cause phone to repeat the set of digits that you input.

   – Say "**Cancel**" to exit voice recognizer and return to the home screen.

   – Speak a digit to enter the next digit. Once the phone repeats the digit, you can speak the next digit or pause to hear the prompt.

Using voice features with hands-free car kits

You can use voice commands to make a phone call or to answer the phone only if your phone is connected to a professionally installed Kyocera hands-free car kit (sold separately).

Note: The following features apply only to installed hands-free car kits unless noted.

To shop for hands-free car kits, visit **www.kyocera-wireless.com/store** or call 800-349-4188 (U.S.A. only) or 858-882-1410.

Waking up the phone

If your phone is connected to a Kyocera installed hands-free car kit, you can use the voice command to activate the phone to make a phone call.

To activate the Voice Wake-up setting:

- Select **Menu** → **Settings** → **Voice Features** → **Voice Wake-Up** → **With accessory.**

To wake up the phone:

1. Say "**Wake Up**" and listen for a tone.
2. Say "**Wake Up**" again until you hear two tones.

If the phone does not recognize your "Wake up" command, see "Training voice recognition" on page 45.

Answering the phone

You can set your hands-free car kit to (1) answer automatically or (2) answer using a voice command.

Answering automatically

You can set your phone to answer automatically.

Note: This setting also works with the portable hands-free car kit.

- Select **Menu** → **Settings** → **Accessories** → **Auto-Answer** → **After 5 secs**.

Answering using voice commands

If **Auto-Answer** is turned off, you can use a voice command to answer an incoming call using the installed hands-free car kit.

- Select **Menu** → **Settings** → **Accessories** → **Auto-Answer** → **Disabled**.

To activate the Voice Answer setting:

1. Select **Menu** → **Settings** → **Voice Features** → **Voice Answer**.
2. Highlight **Enabled** and press OK.
3. Select **Menu** → **Settings** → **Silent Mode** → **Normal Sounds**, then press OK.

To answer a call:

When you receive an incoming call, the phone responds: "Incoming call, answer?" or "Incoming roam call, answer?" If the caller is recognized as a contact entry in your phone, then the phone will say "Incoming call from (Name), answer?"

- Say "**Yes**" or press any key except .

Ignoring an incoming call

To ignore an incoming call, do one of the following:

- Say "**No**" and press to silence the alert.
- Remain silent. The voice alert repeats twice and the phone rings once, then returns to the home screen.

Training voice recognition

If your phone is having trouble recognizing your voice, you can train it with the commands **Yes**, **No**, and **Wake up**.

1. Select **Menu** → **Settings** → **Voice Features**.
2. Select **Voice Training**.
3. Read the message and press to select **OK** and continue. **Cancel** returns you to the previous screen.
4. Select **Train All** or the item you want to train.
5. Follow the prompts for each word until training is complete.

9 USING THE CAMERA

Tips before operating your camera

- You cannot activate the camera while on an active call or while browsing files in the media gallery.
- Once the camera is active, the home screen acts as the viewfinder.
- If you get a "Low memory" error, check your resolution and quality compression settings. See "Setting up the camera for photos" on this page.
- If there is no activity within 45 seconds after you turn your camera on, the camera quits and returns to the previous launch point.
- Menu settings and options can only be accessed when the camera is active.

Accessing camera mode

- Press until you hear two beeps to activate camera mode or select **Menu** → **Camera.**

Setting up the camera for photos

1. While in Camera mode, press to select **Options**.
2. Press to select **Settings**.
3. Highlight an option and press :
   - **Flash** options are On, Off, or Automatic.
   - **Resolution** options are 1280 x 1024 (best for printing), 640 x 480, 320 x 240 (best for sending to email), and 160 x 120.
   - **Low Light Mode** brightens the picture for low light environments.
   - **Self Timer** options are Off (default) or 3, 5, or 10 second pauses. When set, the camera beeps from 3 seconds down to the time the shutter snaps the picture automatically. Self Timer is not available when **Multishot** mode is activated.
   - **Multishot** allows you to take up to six multiple pictures while the camera key is pressed and held. A tone will play each time a picture is taken. A second tone will play when the final picture is taken.
   - **Shutter Sound** sets the sound used when the camera takes a picture.
   - **White Balance** allows the camera to adjust for different lighting. Options are Automatic, Fluorescent, Incandescent, or Daylight.
   - **Color Tone** sets the color tone of the picture.

– **Quality** sets the picture compression. The higher the compression, the better the detail of the picture (higher pixel rate). Options are Low, Medium, or High (default). When set to High, the picture file size is larger, using more memory.
– **LED** flashes a light to indicate a picture has been taken. Options are On (default) and Off.
– **Viewfinder Display** options are Fullscreen and Actual.

Restoring camera menu settings

The following settings **revert** to the default setting each time you enter and exit the camera application:

- Low Light Mode, Self Timer, MultiShot, Viewfinder.

The following settings **remain** at the setting you selected each time you enter and exit the camera application:

- Flash, Resolution, Shutter Sound, White Balance, Quality, LED, and Save Location.

Menu options for camera mode

1. Press to activate camera mode.
2. Select **Options**.
3. Press up or down to scroll through the options on the vertical menu bar:
   – **Settings** displays available camera settings you may set up prior to taking a picture.
   – **Brightness** allows you to adjust the brightness of the image in the home screen LCD.
   – **Camera Pictures** displays all pictures taken and stored.
   – **Last Picture** displays the most recently taken picture.
   – **Frames** allows you to add a frame or a stamp to your picture. A frame or stamp cannot be removed once it has been used in a picture.

Note: The picture resolution changes to 160 x 120 while taking pictures with frames. The resolution returns to the original setting once Frames is disabled.

Camera mode indicators and icons

The camera mode displays the following onscreen indicators and icons:

Icon	Description
	Flash on
	Camera mode
	Zoom level
	Multishot
	Self Timer

Icon	Description
Top right corner numbers	Number of snapshots remaining
Bottom left corner numbers	Resolution setting

Taking a picture

1. Select **Menu** → **Camera**.
2. Focus on the image using the phone's display as the viewfinder.

   Tip: If your camera setting is low resolution, press up or down to zoom in or zoom out.
3. Take the picture using one of two methods:
   – Press OK or .
4. Press to select **Send** or to select **Erase**.
5. Press when finished taking pictures.

Camera key map

Flip open

Key	Camera	Menu Screen
	Take picture	Dismiss menu options
	Select Capture to take picture	Select **OK**
	Select Options	Close, dismisses menu
Up	Zoom in	Scrolls menu options right
Down	Zoom out	Scrolls menu options left
OK	Takes picture	Select menu option

10 USING MEDIA GALLERY

The Media Gallery stores camera pictures, images, and sounds in the phone and displays those files on the phone's screen.

Accessing files

1. Select **Menu** → **Media Gallery**.
2. Select an option:
   - **Camera Pictures** displays thumbnails of the photos you have taken in chronological order.
   - **Images** displays a list of categories that contain preloaded, downloaded, saved, or created files such as wallpaper, screen savers, or caller IDs.
   - **Sounds** displays a list of categories that contain saved or downloaded sounds such as ringers and voice memos.

Browsing pictures

1. Select **Menu** → **Media Gallery** → **Camera Pictures**.
2. Highlight a picture and press to select **View**.
3. Press to select **Send** and launch the multimedia messaging application or press to select **Options**:
   - **Erase** the image.
   - **Assign** picture as a Caller ID or as wallpaper.
   - **Modify** options are Rotate, Resize, Brightness, Sharpness, Saturation, Hue, Auto Adjust, Color Tone. Only unlocked pictures can be modified.
   - **Zoom** allows you to zoom in or out on the picture.
   - **Send to Online** allows you to upload a photo or other content to a server. *Not available on all phones. Check with your service provider.
   - **Take Picture** to snap another photo.
   - **Lock** to prevent accidentally erasing the photo.
   - **Rename** the photo.
   - **Details** of the file.

Browsing images

The images menu allows you to assign your files to various applications.

1. Select **Menu** → **Media Gallery** → **Images**.
2. Highlight an option and press OK:
   - **Saved Images** displays available images.
   - **Wallpapers** displays wallpaper selections.
   - **Screen Savers** displays available screensavers.

– **Caller IDs** displays pictures and images saved and the text IDs you assigned them.
– **Doodles** saved from Doodler.

3. Highlight a display and press to select **View**.
4. Press to select **Send** and launch the multimedia messaging application.
   - or -
   Press to select **Options** (options vary according to selection):
   – **Send to Online** allows you to upload a photo or other content to a server. *Not available on all phones. Check with your service provider.
   – **Set as Default** to assign the image as a wallpaper or screen saver.
   – **Assign** to assign the image to a contact.
   – **Erase** the image (image must not be locked).
   – **Details** gives you the file size of the image.
   – **Erase All** erases all images stored (images must not be locked).
5. Select **Close** or press BACK when done.

Browsing sounds

1. Select **Menu** → **Media Gallery** → **Sounds**.
2. Highlight an option and press OK:
   – **Saved Sounds** contains sounds saved on your phone.
   – **Ringers** contains ringers saved on your phone.
   – **Voice Memos** contains voice memos you made to yourself.
3. Press to select **Options**.
4. Highlight an option and press OK (options vary according to selection):
   – **Play** to review the sound.
   – **Record New** allows you to record new sounds.
   – **Erase** the sound.
   – **Lock** to prevent accidentally erasing the sound.
   – **Rename** allows you to rename the sound file.
   – **Details** gives you the file size of the sound.
   – **Erase All** erases all sounds stored.
   – **Send to Online** allows you to upload a photo or other content to a server. *Not available on all phones. Check with your service provider.
   – **Assign** to assign the image to a contact.
5. Select **Close** when done.

Voice Memo

The Voice Memo tool allows you to record and play back audio memos.

Recording a voice memo

1. Select **Menu** → **Tools & Games** → **Voice Memo** → **Record New**.
   -or-
   Press and hold right.
2. Say your memo and press to select **Stop**.
3. Select **Save** to save your memo.

Note: If an incoming call is received while you're recording a memo, the memo is saved and the incoming call screen appears.

Playing or reviewing a voice memo

1. Select **Menu** → **Tools & Games** → **Voice Memo** → **Recorded Memos.**
2. Highlight the voice memo to review and select **Play**.
3. Press right and left to select a function and press OK to perform it:

   Play

   Stop

   Pause

Naming a saved voice memo

1. Select **Menu** → **Tools & Games** → **Voice Memo** → **Recorded Memos**.
2. Highlight the memo and select **Options**.
3. Select **Rename**.
4. Press and hold BACK to clear the default name.
5. Use the keypad to enter a name for the memo.
6. Select **Save**.

Erasing a saved voice memo

1. Select **Menu** → **Tools & Games** → **Voice Memo** → **Recorded Memos**.
2. Highlight the memo and select **Options**.
3. Select **Erase.** The prompt "Erase file?" appears.
4. Select **Yes** or **No.**

Scheduler

The Scheduler allows you to schedule events and set reminder alerts.

Creating an event

1. Select **Menu** → **Tools & Games** → **Scheduler** → **Add New Event**.
2. Enter a name for the event and press down. For help entering text, see page 15.

3. Select **Options** and classify the type of event and press OK : **Meeting**, **Phone Call**, **Birthday**, **Anniversary**, **Vacation**, **Medical**, or **Other**.
4. Press OK to change the date of the event (the current date is the default date of the event).
   – Press left or right to move between the month, day, and year fields.
   – Press up or down to change the month, day, or year.
   – Press OK to save your changes.
5. Press OK to set the time of the event.
   – Press left or right to move between the hour, minute, and AM/PM fields.
   – Press up or down to change the hour, minute, or AM/PM.
   – Press OK to save your changes.
6. Press OK to set the duration of the event.
   – Press left or right to move between the hour and minute fields.
   – Press up or down to change the hour and minute.
   – Press OK to save your changes.
7. Press OK to set a reminder of the event.
   – Select an option and press OK.
8. Press OK to set the reminder sound.
   – Select an option and press OK.
9. Press OK to select a Silent Mode setting
   – Select **No** or **During Event** and press OK.
10. Press OK to select whether or not this is a recurring event.
   – Select an option and press OK : **No**, **Daily**, **Weekly**, **Monthly**, or **Annually**.
11. Select **Save**.

Editing, erasing, or sending an event

1. Select **Menu** → **Tools & Games** → **Scheduler** → **View Month**.
2. Press up, down, left or right to highlight the day with the event to view, edit, or erase and press OK.
3. Press up or down to highlight the event and press OK.
4. Press to select **Options**.
5. Select **Edit**, **Erase**, or **Send** and press OK.
   – For more information about editing the event, see “Scheduler” on page 51.
   – To erase the event, highlight **Erase** and press OK. Press to confirm.
   – For more information about sending the event, see “Sending and Receiving Text Messages” on page 22.

Alarm Clock

You can set up to four alerts with your phone's three alarm clocks and one quick alarm.

Note: The alert occurs only if the phone is on.

Setting an alarm clock

1. Select **Menu** → **Tools & Games** → **Alarm Clock**.
2. Highlight one of the alarms and select **Set**.
3. Use the phone keypad to enter numbers and to switch between AM and PM.
   - Press left or right to move between hours, minutes, and AM/PM fields.
   - Press up or down to change the hours, minutes, and AM/PM options.
4. Press OK to set the time of the alarm.
5. Select **Options** to set the alarm sound.
6. Highlight an option and press OK.
7. Select **Options** to set the recurring time.
8. Highlight an option and press OK.
9. Enter a note for the alarm and press OK.
10. Press to select **Save** and set the alarm(s).
11. When the alarm rings, select **Off** to turn off the alarm or **Snooze** to silence the alarm for 10 minutes.

    Note: Opening the flip turns off the alarm.

Setting the QuickAlarm

1. Select **Menu** → **Tools & Games** → **Alarm Clock**.
2. Highlight **QuickAlarm** and select **Set**.
3. Select an option and press OK: **5 minutes**, **15 minutes** (default), **30 minutes**, or **60 minutes**. A message appears telling you the QuickAlarm is On.
4. When the alarm rings, select **Off** to turn off the alarm or **Reset** to set the QuickAlarm again.

Tip Calculator

The Tip Calculator helps you calculate how much tip to include with a bill.

1. Select **Menu** → **Tools & Games** → **Tip Calculator**.
2. Enter the amount of your bill.
3. Select **Next**.
4. Select the amount you want to include as a tip (10%, 15%, 18%, 20%, Other) and press OK. Your total bill appears, including tip.
5. To split the bill, press to select **Split**.
6. Press BACK to clear the default of 2 guests.
7. Enter the number of guests and press to select **Next**. The amount each guest pays is calculated.
8. Select **Done**.

Calculator

Use the calculator for basic mathematical equations.

1. Select **Menu** → **Tools & Games** → **Calculator**.
2. Use the keypad to enter numbers.
3. Use to select mathematical operations:

   Left x (multiply) **Up** + (add)

   Right ÷ (divide) **Down** - (subtract)

4. Press OK to calculate the result. **Example**: Enter 5, press left to select X, enter 2, then press OK to obtain the result of 10.
5. Press to return to the home screen.

   - or -

   Press BACK to clear the screen.

Options

M+	Adds displayed digit to the value stored in memory.
MR	Displays currently stored value on screen.
MC	Clears value currently stored in memory.

Timer

This timer counts down for a specified amount of time. It beeps when that amount of time has elapsed.

1. Select **Menu** → **Tools & Games** → **Timer**.
2. Press to select **Set**.
   - Press to move the cursor left or right.
   - Press the phones numeric keypad to enter the hours, minutes, and seconds.
3. Select **Start** to begin the countdown.
   Select **Stop** to pause the countdown.
   Select **Reset** to clear the timer.
4. Select **Sound** to set the alarm sound and press OK.
5. Press or to silence the alarm.

Stopwatch

1. Select **Menu** → **Tools & Games** → **Stopwatch**.
2. Select **Start** to begin counting.
   Select **Stop** to stop counting.
   Select **Reset** to clear the counter.

Games

The games in this section may not be available on your phone. Check with your service provider for availability.

If you receive an **incoming call alert** while you are playing a game, the game is paused and exited. You can return to play once the call alert ends. Games do not remain paused if the phone is turned off or loses power.

Brick Attack

The goal of this game is to eliminate bricks arranged in levels. You send a moving ball upward using a paddle at the bottom of the screen.

1. Select **Menu** → **Tools & Games** → **Brick Attack**.
2. Press OK to select **Yes** at the prompt, "Turn off backlight to conserve battery?"
3. Press OK to select **New**.
   - To pause the game, press BACK, then press OK to **Resume**.
   - To move the paddle, press left or right.
   - To exit the game, highlight **Exit** and press OK.

Race 21

This game is a timed variation of Black Jack. Each game comprises three 90-second rounds. To score points, add cards in each of the four columns, trying to reach but not exceed 21 in each column during the course of the game.

1. Select **Menu** → **Tools & Games** → **Race 21**.
2. Press OK to select **Yes** at the prompt, "Turn off backlight to conserve battery?"
3. Select **New Game**. The first card to be placed is shown at the top left of the screen. Press a key to add a card to the row as follows:

   1 Add cards to the first row

   2 ABC Add cards to the second row

   3 DEF Add cards to the third row

   4 GHI Add cards to the fourth row

   Shortcut: Press left or right to choose arrows at the bottom of the screen then press OK to add cards to corresponding rows.

Note: Each time you place a card, a new card appears for placement.

4. Continue placing cards until you are satisfied with your selections.
   - You can pause or end the game at any time by pressing .
   - You lose points each time you exceed 21 in a column.

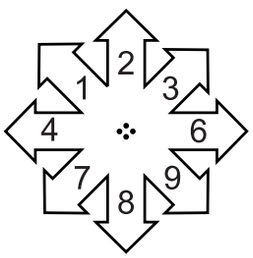
– Select **Skip** to skip one card per round.

5. Press OK to select to get your score and advance to the next round.
6. Select an option and press OK to select it.
   – **New Game** initiates game play. To pause the game, press BACK. From here you can choose **Resume, New** or **Quit.**
   – **Resume Game** returns you to the game you were last playing.
   – **Scoreboard** provides you with the top five scores.
7. Press to end all games.

Doodler

You can create and save graphics on your phone.

1. Select **Menu** → **Tools & Games** → **Doodler.**
2. Select **New Doodle** to open the drawing screen The cursor is located in the middle of the screen.
3. Select **Options** to choose the **Colors**, **Tools**, **Lines**, or **Shape** you want to use.
4. Use keys 1–9 or to move the cursor around the screen as indicated.



5. When finished, select **Options** → **Save**. The image is saved to **Media Gallery**.

To move the cursor away from the drawing:

1. Select **Options** → **Colors and Tools**.
2. Select then **Done**.
3. Press a number key to move the cursor.

To erase part of a drawing:

1. Select **Options** → **Colors and Tools**.
2. Select then **Done**.
3. Press a number key to move the eraser.

To Navigate: Use the following keys to doodle.

To:	Use:
Select Options	
Clear screen	
Shortcut to Colors & Tools	
Draw, erase, or move cursor/ shape UP	up
Draw, erase, or move cursor/ shape DOWN	down
Draw, erase, or move cursor/ shape LEFT	left
Draw, erase, or move cursor/ shape RIGHT	right
Return cursor to center	JKL 5
Previous screen	BACK

Saving a doodle

It is a good idea to save the doodle while you are working on it. If you receive a call while creating an unsaved doodle, it will be lost.

- Select **Options** → **Save**. The image will be saved in **Menu** → **Media Gallery** → **Images** → **Doodles**.

Resuming a doodle

To return to another saved doodle:

Select **Menu** → **Tools & Games** → **Doodler** → **Resume Doodle**.

- or -

Select **Menu**→ **Media Gallery** → **Images** → **Doodles**.

Using the Web Browser

You can use your phone to browse the Internet if you have obtained phone Internet services from your service provider and if over-the-air Internet access is available in your area.

Note: You cannot receive incoming calls while you are using Web Browser.

Launching the Web Browser

1. Select **Menu** → **Web Browser**.
   A message about airtime fees appears every time you start the browser.

   For more information about how airtime is charged, contact your service provider.
2. Press to continue.

   If this is the first time you have connected to the Internet, a message informs you that security is not yet enabled for your Web Browser.
3. Press to select **Yes** to enable security.

   When you are connected, a browser home page appears. It has a list of bookmarks and some Web menu options at the bottom of the screen.
   - A appears in a secure session.
   - An underline and an arrow indicate that there is more text. Press down to view more text. Press BACK to return to the previous screen.
   - To choose a site, highlight it and press to select **Go**.
4. When you have finished using the Internet, press to exit the Web Browser.

Using the Web menu options

The following options may appear on your screen:

- **Home** returns you to the main Web Browser window, or home page.
- **Mark Site** saves the current location as a bookmark for easy access.
- **Bookmarks** displays a list of your saved Web sites.
- **Setup** gives you options for changing how information is displayed.
  - **Show URL** displays the entire URL.
  - **About Openwave** displays information about your Web Browser version.
  - **Encryption** should not be used unless you are instructed to do so by your service provider.
  - **UP.Link** selects a different browser server. You can use this option if you have more than one Web Browser account.

– **Restart** restarts the Web Browser.

Searching for a Web site

How you search for a Web site depends on your service provider. For more information, contact your service provider.

Going to a bookmarked site

1. Select **Menu** → **Web Browser**. If you see a message prompt, press OK to continue.
2. From your Web home page, select **Bookmarks**. A list of bookmarks appears.
3. Enter the number corresponding to the bookmark you want and press OK.

Checking Net alerts

Alerts received from a Web site are sent to your **Browser Alerts** inbox.

1. Select **Menu** → **Messages** → **Browser Alerts**. This action launches the browser inbox.
2. Press OK to accept browser fees.
3. Select an alert and follow the prompts.

Setting a Web Prompt

Allows you to set a prompt to confirm start or exit of the internet browser.

Select **Menu** → **Settings** → **Convenience** → **Web Prompt**.

Select an option and press OK.

13 GETTING HELP

Customer support

Your service provider's customer support department may be accessible directly from your phone when you dial a number, such as *611 (check with your service provider). They can answer questions about your phone, phone bill, call coverage area, and specific features available to you, such as call forwarding or voicemail.

For questions about the phone features, refer to the materials provided with your phone, or visit **www.kyocera-wireless.com**.

For additional questions, you may contact the Kyocera Wireless Corp. Customer Care Center in any of the following ways:

- Web site: **www.kyocera-wireless.com**
- Email: phone-help@kyocera-wireless.com
- Phone: 1-800-349-4478 (U.S. and Canada) or 1-858-882-1401.
- Customer support phone numbers are also available in the following countries:

Argentina:	0-800-666-0052
Australia:	1-800-507-000
Brazil:	0-800-55-2362
Chile:	800-43-1212
Colombia:	01-800-700-1546
India:	Toll free#: 1-600-121214 Toll#: 0124-284-5000
Mexico:	001-866-650-5103
New Zealand:	0-800-990-100
Panama:	001-800-201-1984
Peru:	0-800-51-934
Puerto Rico:	1-866-664-6443
Venezuela:	0-800-100-2640

Before requesting support, please try to reproduce and isolate the problem. When you contact the Customer Care Center, be ready to provide the following information:

- The name of your service provider.
- The actual error message or problem you are experiencing.
- The steps you took to reproduce the problem.
- The phone's electronic serial number (ESN).
  - To locate the ESN select **Menu** → **Phone Info** → **Build Info** and scroll down to ESN: for the 11-digit number.

Qualified service

If the problem with your phone persists, return the phone with all accessories and packaging to the dealer for qualified service.

Phone accessories

To shop for **K312** phone accessories, visit **www.kyocera-wireless.com/store**. You may also call us at 800-349-4188 (U.S.A. only) or 858-882-1410.

Become a product evaluator

To participate in the testing and evaluation of Kyocera Wireless Corp. products, including cellular or PCS phones, visit **beta.kyocera-wireless.com**.

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